

GBA ASSOCIATION APPLICATION

Instructions: Complete this form with as much detail as possible and include supporting documents as needed. Submit to V.P. of Organizations Walkens Sainvil by Email at walkens.sainvil@gmail.com or place the completed form in his Mail Box: Sainvil, Walkens.

Name of Prospective MBA Student Organization: _____

Name of Person Submitting Request: _____

Role/Position in Prospective Organization: _____

Contact Phone: _____

Email: _____

Officers: _____

| Faculty Advisor (Atleast 1 required): _____

Statement of Purpose: _____

Affiliated Organizations/Partnerships _____

Signature: _____ Date: ____/____/____

*Attach Any Necessary and Additional Paperwork
See Below GBA Bylaw Article 8 Section 1-3 For a List of All Application Requirements
See Below GBA Bylaw Article 8 Section 4-11 for all club obligations and requirements
GBA reserves the right to request additional information from the requesting MBA member

Article 8 – Clubs and Association

Section 1. Authority

1.1. The Graduate Business Association shall be an umbrella organization, which shall recognize and fund all official and registered MBA Student Organizations (hereafter referred to “Student Organizations”). All Student Organizations shall be ultimately responsible to the Graduate Business Association.

Section 2. Purpose

2.1. Student Organizations shall promote student interests, provide forums for discourse, and dispense information to the Student Body.

Section 3. Organization Classifications

3.1. Student Organizations are divided into two difference classification, Clubs and Associations.

3.2. Clubs are generally larger organizations in terms of members, leadership and budget, and have been functioning for a few years.

3.3. Associations are generally smaller organizations that have just been created. Given time, Associations can grow into clubs.

3.4. The name of a Student Organization does not have to reflect the classification of that organization.

3.5. All Student Organizations must register with the GBA board by providing the following information:

- (1) A statement of the purpose for the organization and how the organization will represent, assist and impact the Student Body as a whole.
- (2) A list of what Officers the organization shall have, and the respective roles of those Officers within the organization.
 - a. The Organization must submit the name of one (1) person who shall be the main contact for the organization and who will also be considered the “Leader” of the organization when call for in the Constitution and Bylaws and when needed by the GBA officers.
- (3) An explanation of how and when the Officers will be elected.
- (4) Any membership requirements and reasons for the restrictions.
- (5) What affiliations the organization has and what responsibilities the organization has to those affiliations.

Section 4. Recognition of Student Clubs

4.1. A Student Organization will be considered a Club by the GBA when the GBA board believes that it is in the best interest of the student body to do so.

4.2. The following is a partial list of criteria that the GBA board will use when deciding if a Student Organization should be a Club (not in order of importance):

- (1) Number of members in the organization
- (2) Mission of the organization
- (3) Events that the organization has held/participated in
- (4) Affiliation with a larger organization
- (5) Monetary needs of the organization
- (6) Use of GBA funds in the past/future
- (7) Availability of faculty advisor
- (8) Availability of GBA funds in the current year
- (9) History of the organization

4.3. Once a Student Organization has been recognized by the GBA board as a Club, it will continue to be recognized so long as it continues to operate as outlined in §5 of this Article.

Section 5. Club operations

5.1. All Clubs must submit a tentative budget to the Vice President – Clubs and Associations by the end of the third week in both the Fall and Spring semesters. This budget is not binding and is just so the GBA board as an idea of how much to include in the GBA budget for club expenses. Clubs who do not submit a budget by the end of the third week can be denied reimbursement for their expenses at the discretion of the GBA board.

5.2. Clubs should hold at least eight (8) general meetings, open to everyone, a semester. The clubs are encouraged, but not required, to keep track of everyone who attends their events.

5.3. Clubs should inform the Vice President – Clubs and Associations of date and location of a general meeting by the Saturday before that meeting. This will allow enough time for the announcement of that meeting to be posted in the GBA weekly.

5.4. Clubs are required to file monthly status reports with the Vice President – Clubs and Associations which include:

- (1) Dates of all meetings in the prior month
- (2) Brief rundown of club activities in the past month
- (3) The total amount of current expenditures, gross and non-itemized
- (4) Planned events in the upcoming month
- (5) Total number of non-officer at each meeting
- (6) Outside persons that the club has been in contact with for speeches or site visits and the current status of the discussions

Section 6. Demotion of Clubs

6.1. The GBA board, or any committee created for the purpose, can look into the demotion of any club to an association for the following reasons:

- (1) Failure to abide by the requirements of §5 of this Article
- (2) Misuse of GBA funds
- (3) Inactivity of the club without cause
- (4) Activities of the Club not in line with the GBA Mission

6.2. The GBA board or the committee will discuss the situation with the Club president(s) and ask for their opinion on what should be done. They should explain why the demotion is being considered and what steps the GBA board is planning to take regarding the Club.

6.3. The GBA board will then introduce a motion regarding the demotion of the club to an Association. This motion may contain any of the following:

- (1) Guaranteeing funding for the organization above the current level of Associations.
- (2) Conditions that must be met for a period of time before automatic reinstatement as a Club
- (3) Restrictions to ensure that any violations do not occur again
- (4) Any other clauses the GBA board feel are necessary.

6.4. A simple majority of the GBA board is needed to adopt this motion. Any GBA officers who are also officers in the subject club are disqualified from voting.

Section 7. Recognition of Student Associations

7.1. At the beginning of a semester the GBA board may choose to allow petitions to form an Association. The GBA board will set a deadline for application that cannot be before any Club Fair for the semester.

7.2. The petitions must include:

- (1) The information required by §3.5 of this Article
- (2) The names and signatures of three GBA regular members who will serve as officers in the potential Association
- (3) The names and signatures of five GBA regular members who would like to join the potential Association
- (4) A brief description of how the potential Association plans to spend GBA funds allocated to them

7.3. After the deadline, either the GBA board or a Committee created by the GBA board will examine the applications and determine which, if any, should be granted.

7.4. Once Associations must inform the GBA board of their intent to continue to exist in the upcoming semester before the end of each semester. This allows the GBA board to see if there is room for more association in the upcoming semester. At a minimum, the association must ask for time on the Agenda to read in a statement that says that the association plans to continue its activities in the following semester. This statement may be read by anyone at a GBA meeting.

Section 8. Association Operations

8.1. All Associations must submit a tentative budget to the Vice President – Clubs and Associations by the end of the third week in both the Fall and Spring semesters or three weeks after their recognition by the GBA board, whichever is later. This budget is not binding and is just so the GBA board as an idea of how much to include in the GBA budget for club expenses. Clubs who do not submit a budget by this deadline can be denied reimbursement for their expenses at the discretion of the GBA board.

8.2. Associations should hold at least five (5) general meetings, open to everyone, a semester. The clubs are encouraged, but not required, to keep track of everyone how attends their events.

8.3. Association should inform the Vice President – Clubs and Associations of date and location of a general meeting by the Saturday before that meeting. This will allow enough time for the announcement of that meeting to be posted in the GBA weekly.

Section 9. Promotion of Associations

9.1. An Association may request that the GBA board recognize them as a Club if the following conditions are met:

- (1) The Association has existed continuously for the last three semesters.
- (2) They submit in writing an organization plan which includes the names and signatures of at least five Officers and seven regular members, a tentative budget for the next semester, a letter from a Faculty member who is willing to become the Club's advisor a discussion of the reasons that the GBA board should recognize the Association as a Club which should include, but is not limited to, the following:
 - i. Why the organization will better be able to serve the GBA as a whole as a Club.
 - ii. Any roles that the new Club will fill that are not being filled by current clubs.
 - iii. How the Club's mission serves the interest of the GBA.
 - iv. Why the organization will be able to continue to thrive in the future

9.2. After receiving the submission from the Association, the GBA board may ask for anything else they think would help them make their decision.

9.3. The GBA board will announce the submission and allow for public comments before voting on the matter.

9.4. The GBA board will consider the following when making their decision:

- (1) The previous activity of the Association.
- (2) Any grants applied for/awarded to the Association.
- (3) The level of interest in the Association.
- (4) The faculty letter submitted by the Association.
- (5) Comments from the MBA community.
- (6) If the Club would further the GBA mission.
- (7) If the Club would fill a need not served by any other Club.
- (8) The impact on the GBA budget of allowing another club, including the impact on other Student Organizations.
- (9) Any other criteria that the GBA board feels are relevant to the decision.

9.5. The motion to promote an Association must approved by 2/3 of the GBA board. Any GBA officers who are also officers in the subject association are disqualified from voting.

Section 10. Funding of Student Organizations

10.1. All organizational funding is through reimbursement and are subject to the guidelines created by the GBA and the SOBAM. These guidelines will be distributed to the clubs and will be available online. The guidelines include, but are not limited to the following:

- (1) Organizations spending must be consistent with the GBA Mission set out above. Any spending that is contrary to it will be presumptively negligent and subject to review.
- (2) Organizations may not give cash or cash equivalents as a gift or award to students, other persons or related organizations. This does not prevent the money being used to pay dues for national organizations.
- (3) Gifts to speakers must be cleared with Carl Gayden before being given.
- (4) All receipts must be submitted with the proper form within 60 days of purchase and contain no personal items.
- (5) Organizations must send notice of intention to use GBA funds on expenditures to V.P. of Finance prior to said expenditure.
- (6) V.P. of Finance has the discretion to place reimbursement form under review without proper notice of expenditures.
- (7) No alcohol can be purchased with GBA funds.
- (8) Suspicious receipts or uses of funds are subject to review by the GBA officers and reimbursement can be denied by the GBA officers.

10.2. Clubs are encouraged to check with the GBA board on whether a large expenditure will be reimbursed before making the purchase.

10.3. The GBA board will decide on the upper limits of funding for all Student Organizations.

10.4. The GBA board can set different limits for Clubs and Associations.

10.5. The GBA board may also set different limits for different Associations, but Clubs will all have the same limit.

10.6. Any change to the upper limits will not take place until the semester following a vote. The timing of the vote must be published and made available for two weeks prior to the vote taking place. Also, the Vice President – Clubs and Associations must contact the club leaders directly and inform them of the vote.

10.7. The GBA board must inform the Student Organization leaders of these new limits before the beginning of the new semester.

Section 11. Request to carry over funds

11.1. Clubs have the ability to carry over unspent funds from their spending limit from one semester to the next, provided that the organization will be recognized as a Club in the next semester. The amount that is carried over will decrease the requesting club's current semester GBA allotted budget by said amount. The most a club can request to carry over is the current limit of funding for Clubs in the semester, not a specific Club's current limit on funding. The GBA must alert all GBA funded organizations of the deadline to submit carry over proposals each semester.

11.2. The club may request the carry over by submitting a proposal to the GBA board that contains the following:

- (1) Name of the Club making the request
- (2) The amount that the Club would like to carry over
- (3) The reason for the request, being as specific as possible.
- (4) The name of the person submitting the request
- (5) The position of that person in the Club
- (6) The date of the proposal

11.3. The GBA board will then discuss the request at their next meeting, but discussions may be continued at future meetings.

11.4. When deciding on a proposal the GBA board may consider the following factors:

- (1) The amount of the request
- (2) Reasons listed in the proposal
- (3) Club activities in the past semester
- (4) Use of funds in the in past semester
- (5) Any other factors that the GBA officer believe is relevant

11.5. The GBA board can either deny the proposal or grant the club an amount of carryover up to the amount requested. If the GBA board decides to not fund the full amount requested or denies the request they should provide reasoning for that decision.

11.6. The GBA board may also list steps that a Club would need to take in order to increase the carryover amount granted by the GBA board, if any.

Section 12. Limits on Officeholders

12.1. GBA members are limited to holding three leadership positions in Student Organizations which include:

- (1) Any position listed as an Officer position in §3.5(2)
- (2) Any of the elected GBA officer position listed in Article 4

12.2. A GBA member may belong to any number of clubs which they do not have a leadership position in.

Section 13. Student Organizations without leaders

13.1. If a Student Organization is without leadership (highest officer) at the beginning of a new term, or if a club president/leader steps down mid-term and there are no other officers or club members willing to lead the club, then a GBA officer will be permitted, with assistance from the Vice President – Clubs and Associations, to step in and run the club as a President, Leader, or equivalent title, on an interim basis.

13.2. This should be a temporary situation. The officer and the Vice President – Clubs and Associations should actively recruit a new leader or leaders within the general student body for the club to replace his or her interim position within two months.

13.3. The faculty club advisor should be kept apprised of the club's status throughout this interim search process and should be consulted for advice.

13.4. If within two months there is no interest in leading the club from outside the GBA board, the club may be deemed "dormant" and will be removed from the active club list. Because student demand for a particular club may shift over time, and because there may be interest in the future, the Vice President – Clubs and Association will table an item to revisit the issue of the club's viability and leadership

13.5. Clubs without interest for more than one consecutive term should be considered candidates for more permanent removal. The club advisor and the GBA advisor should be consulted before taking further action.

13.6. If no GBA officer is available to lead the club on an interim basis, then the Vice President – Clubs and Associations may request that the club be deemed dormant if no outside candidate can be found. There is no requirement that clubs be actively sustained without interest from the student body.